

ARIZONA DEPARTMENT OF REVENUE
VOLUNTARY DISCLOSURE AGREEMENT - SAMPLE SCHEDULES

For each schedule submitted, include the date (by month and year). If you provide the information quarterly it will be divided by three. It must include the location of each sale, by city, even if the sale takes place in a non-program city. The amount(s) listed must be totaled for each month and should include only gross taxable sale/purchase amounts. If your client is a software company the sales must be separated between the initial sale of the canned software and the gross amounts received from any license, upgrades, software support or maintenance. Please include the Name and the assigned VDA number on all correspondence.

Please note that an Arizona Department of Revenue billing calculated from the submitted information is a self-assessment and not a deficiency assessment within the meaning of § 42-1108.1. Consistent with its authority if the actual returns were filed, the Department will continue to have authority under A.R.S. § 42-1108.1 to perform an audit of taxpayer's business for the same or overlapping periods. Subsequent to taxpayer's payment of any above-mentioned billing, taxpayer has the right to file a refund claim pursuant to A.R.S. § 42-1118

SAMPLE SCHEDULE FOR RETAIL SALES:

TRANSACTION PRIVILEGE TAX - SCHEDULE		
COMPANY NAME:		
LIC# OR EIN:		
DATE BY MONTH/YR	LOCATION OF SALE (SHIP TO ADDRESS) BY CITY	GROSS RECEIPTS / TAXABLE SALES

SAMPLE SCHEDULE FOR COMPUTER SOFTWARE:

COMPUTER SOFTWARE - SCHEDULE				
COMPANY NAME:				
LIC# OR EIN:				
DATE BY MONTH/YR	Location (By City)	Canned Software	Customization (non taxable)	License Fees / Maintenance Fees
		\$	\$	\$

SAMPLE SCHEDULE FOR USE TAX LIABILITY:

USE TAX - SCHEDULE		
COMPANY NAME:		
LIC# OR EIN:		
DATE BY MONTH/YR	LOCATION OF USE (BY CITY)	GROSS AMOUNT OF PURCHASE

SAMPLE SCHEDULE FOR LEASED EQUIPMENT

LEASED EQUIPMENT - SCHEDULE		
COMPANY NAME:		
LIC# OR EIN:		
DATE BY MONTH/YR	LOCATION OF LEASED EQUIPMENT (BY CITY)	GROSS RECEIPTS / TAXABLE SALES

SAMPLE SCHEDULE FOR CONTRACTING ACTIVITY

CONTRACTING SCHEDULE			
COMPANY NAME:			
LIC# OR EIN:			
DATE BY MONTH/YR	CITY LOCATION OF JOB	CONTRACTING GROSS RECEIPTS	TAX COLLECTED